



**State of Hawaii
Department of Health
Clean Water Branch**

**Do NOT submit
this document.**

Guidelines for CWB-NOI Form I

**Guidelines for Notice of Intent for Hawaii Administrative Rules,
Chapter 11-55, Appendix I, National Pollutant Discharge Elimination
System (NPDES) Notice of General Permit Coverage (NGPC)**

TABLE OF CONTENTS

<u>Note</u>		<u>Page</u>
1.	Owner Information	2
2.	Owner Type	2
3.	General Contractor Information	2
4.	Project Information	2
5.	Receiving State Water(s) Information	2
6.	Well Drilling Activity Discharge Information	3
7.	Location Map	3
8.	Flow Chart	4
9.	Existing or Pending Permits, Licenses, or Approvals	4
10.	NGPC Renewal	4
11.	Automatic Coverage	4
	a. Claiming Automatic Coverage	4
	b. Waiving Automatic Coverage	5
12.	Site Characterization	5
13.	Project Description	5
14.	Laboratory or Consulting Firm(s) Information	5
15.	Physical Effluent Quality	5
16.	Water Quality Parameters	5
17.	Toxic Parameters	6
18.	Well Drilling Process Wastewater Treatment Facility Designer(s) Information	7
19.	Well Drilling Plan	7
20.	Well Drilling Best Management Practices (BMPs) Plan	7

21.	Additional Information	8
22.	Authorization of Representative	8
23.	Certification	9

1. Owner Information

The owner may be the land owner, land developer, or utility owner. The acknowledgment of receipt of the NOI and the NGPC will be sent to the street or mailing address provided for this item.

2. Owner Type

If "Other" is checked, indicate the category type or types of the owner.

3. General Contractor Information

Provide the information in this item or check the space provided to indicate that the information will be submitted 30 days before the start of construction activities.

4. Project Information

The street address is the project location with respect to identifiable street names or adjacent developments or properties (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue). The mailing address may be the mailing address of the project's contact person.

5. Receiving State Water(s) Information

a. Receiving State Water(s) Name

- i. State waters means "all waters, fresh, brackish, or salt around and within the State, including, but not limited to, coastal waters, streams, rivers, drainage ditches, ponds, reservoirs, canals, ground waters, and lakes; provided that drainage ditches, ponds, and reservoirs required as part of a water pollution control system are excluded" (from HRS, Section 342D-1).
- ii. Identify the receiving State water name in relation to the facility based on the topography or contours of the land, excluding evaporation, percolation, retention, detention, etc. If the treated process wastewater from the project site directly enters the State water, provide the name of that State water body. If the treated process wastewater from the project site first enters a storm drainage system, provide the name of the receiving State water body that the storm drainage system enters and complete Item 5.c. Sample responses for this item include: Pacific Ocean at Sandy Beach, Honolulu Harbor, Pearl Harbor, Aiea Stream, unnamed stream, Kaloι Gulch, unnamed dry gulch, or gully, etc.
- iii. Provide the coordinates of the discharge point where discharge first enters the receiving State water. If the discharge first enters a storm drainage system, provide the discharge point coordinates for the outfall where the storm drainage system enters State waters to the nearest one (1) second. If possible, use the Global Positioning System (GPS) or Geographical Information System (GIS) to obtain the coordinates on the NAD83 datum. Otherwise, use a U.S. Geological Survey (USGS) or any other appropriate map to interpolate the coordinates.

- iv. State water classification is available on the Water Quality Standards Map dated October 1987 or in HAR, Chapter 11-54. The maps are available on the CWB website at <http://www.hawaii.gov/health/environmental/water/cleanwater/wqsmaps/index.html>. HAR, Chapter 11-54 is available on the DOH website at <http://www.hawaii.gov/health/about/rules/11-54.pdf>.
 - b. Attach the information requested in Item 5.a. on a separate sheet if there are additional discharge points. Properly label the discharge points with numbers (i.e., Discharge Point No. 1, Discharge Point No. 2, etc.) which correspond to the location map(s) and flow chart(s) submitted. If there are multiple drainage structures (i.e., inlets) and multiple discharge points, designate which inlets lead to each discharge point.
 - c. Discharges applicable to Item 5.c. any treated process wastewater which discharges to the roadway right-of-way which flows into a storm drainage system. Provide the discharge point coordinates for each drainage structure where the treated process wastewater enters the storm drainage system to the nearest one (1) second. If possible, use the GPS or GIS to obtain the coordinates. Otherwise, use a USGS or any other appropriate map to interpolate the coordinates. If the approval to discharge into the storm drainage system is pending, submit a copy of the application or letter requesting approval.
6. Well Drilling Activity Discharge Information (see Guideline Note 2)
- a. Source of Discharge

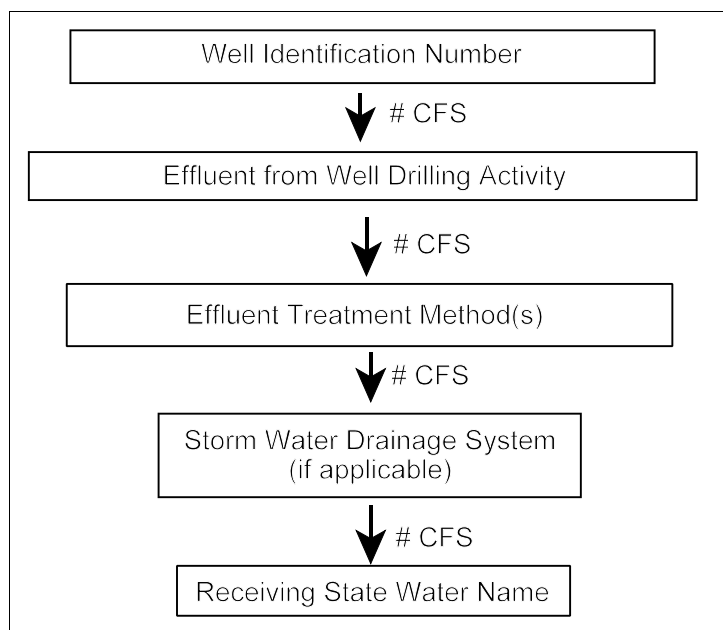
The source of the discharge may be ground water, well water, lubricant, etc.
 - b. Quantity of Discharge

The average flow contributed by each well drilling activity.
 - c. Rate of Discharge

The average and maximum daily flow rates of the effluent discharge. This information is based on the method of treatment which is proposed to be used for the project.
 - d. Frequency of Discharge

Indicate how often the discharge into receiving State waters will occur, as applicable.
7. Location Map
- a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the project is located and the approximate location of the project.
 - b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the project's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where the treated process wastewater exits the project and discharges to the receiving State water(s) and, if applicable, the locations where the treated process wastewater enters into a storm drainage system/structure.
 - c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

8. Flow Chart



An example of a line drawing indicating how the effluent from the well drilling activity flows through the project and the approximate amount of flow is shown. Indicate any treatment system(s) used. The quantity of discharge contributed by each source (i.e., well #1, well #2, etc.) may be estimated if no data is available.

9. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Others (i.e., Underground Injection Control file number, State Department of Land and Natural Resources - State Historic Preservation Division {SHPD} file number). Submit the NOI to SHPD for review of burial sites, historic burial sites, and native Hawaiian rights in compliance with Hawaii Revised Statutes, Chapter 6E-42(a). Provide the SHPD file number or submit a copy of the transmittal to SHPD. See General Guidelines for NOI Forms B through L - Note VII.F.

10. NGPC Renewal

If this is a CWB-NOI Form for NGPC renewal, provide the NGPC file number previously assigned to this project in the space provided.

11. Automatic Coverage

a. Claiming Automatic Coverage

The owner may request automatic coverage under the applicable NPDES General Permit if the NOI is for a new discharge and he/she believes that the NOI is complete, the filing fee has been paid, and that they are complying with the applicable NPDES General Permit requirements. In order to claim automatic coverage, the NOI shall contain all site-specific plans, contractor information, and all necessary permits. The risks involved with claiming automatic coverage include:

- i. The CWB-NOI Form may later be found to be incomplete by the Director or by a court;
- ii. The owner may not be covered under the terms of the General Permit, even if the CWB-NOI Form is complete;
- iii. The owner may be acting in conflict with the NPDES General Permit or HAR, Chapter 11-55 even if the owner or general contractor is complying with its CWB-NOI Form; and
- iv. The Director may modify, revoke and reissue, or terminate an NGPC under HAR, Section 11-55-34.11.

b. Waiving Automatic Coverage

The owner and general contractor agree to wait until receipt of the NGPC issued by the Department before starting the activity or discharge.

12. Site Characterization

Provide the information requested.

13. Project Description

Provide the information requested.

14. Laboratory or Consulting Firm(s) Information

Provide the requested information for the laboratory or consulting firm that performed the analyses required in Sections 16 and 17.

15. Physical Effluent Quality

Place an "X" in either the "Believe Present" column or the "Believe Absent" column based on the test results or your best estimate.

16. Water Quality Parameters

- a. All of the parameters must be tested and reported. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. Test results shall be obtained from a representative sample. "Representative sample" as defined in HAR, Chapter 11-55, Appendix A, Section 14(a):

"As used in this section, a representative sample means that the content of the sample shall:

- (1) Be identical to the content of the substance sampled at the time of the sampling;
- (2) Accurately represent the monitored item (for example, sampling to monitor final effluent quality shall accurately represent that quality, even though the sampling is done upstream of the discharge point); and
- (3) Accurately represent the monitored item for the monitored time period (for example, sampling to represent monthly average effluent flows

shall be taken at times and on days that cover significant variations). Representative sampling may include weekends and storm events and may mean taking more samples than the minimum number specified elsewhere in the applicable general permit.

The burden of proving that sampling or monitoring is representative is on the permittee."

- c. One test result may be reported for Salinity, Chloride, or Conductivity.
- d. The test results shall be reported to the nearest decimal place or whole number as shown in the parentheses following each parameter. For example, "Temperature (0.1 °C)" - Temperature shall be reported to the nearest tenth of a centigrade and "Ammonia Nitrogen (1 µg/l)" - Ammonia Nitrogen shall be reported to the nearest whole microgram per liter.
- e. Indicate the test method used for the parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- g. Provide the specific numeric criteria for the receiving water from the "geometric mean not to exceed the given value" column of the applicable table in HAR, Section 11-54-05.2(b)(1), (d)(1), or (d)(2) or Section 11-54-06(a)(3), (b)(3), or (c)(3). The analysis shall include an explanation and evaluation of the source water quality data collected with respect to the applicable specific numeric criteria for the receiving water(s) specified under HAR, Chapter 11-54.

17. Toxic Parameters

- a. Test and report on the parameters which are believed to be present in the well drilling effluent. For example, if the proposed well site was the location of a petroleum leak, you should expect that petroleum product to be present in the well drilling effluent. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. The parameters are categorized into Metals, Organonitrogen Compounds, Pesticides, Phenols, Phthalates, Polynuclear Aromatic Hydrocarbons, Volatile Organics, and Others and are listed alphabetically. A Glossary of Chemicals is listed in Note V of the General Guidelines for NOI Forms B through L.
- c. Fill in each space to indicate that each parameter has been considered. If a parameter does not apply to the activity, enter "N/A" for "not applicable" in the "Test Result" column to show that the parameter was considered.
- d. The test results shall be reported in micrograms per liter.

- e. Indicate the test method used for the parameter. The test methods that may be used are promulgated in 40 CFR Part 136 and, when applicable, listed in the references of chemical methodology for seawater analyses (see HAR, Chapter 11-54, Section 10(b)). If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- f. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- g. Provide the specific numeric criteria for the receiving water (freshwater or saltwater) from the "acute" or "chronic" column of the table in HAR, Section 11-54-04(b)(3). For intermittent discharges, provide the "acute" criteria and for continuous discharges, provide the "chronic" criteria.

18. Well Drilling Process Wastewater Treatment Facility Designer(s) Information

Provide the information requested.

19. Well Drilling Plan

This plan shall describe the equipment and process used for the well drilling activities. This plan shall also include details regarding the treatment system to be used, if applicable.

20. Well Drilling Best Management Practices (BMPs) Plan

- a. Details of the well drilling BMPs Plan include:
 - i. Schedule of activities

Provide a schedule associated with the well drilling project. Include time frames for each aspect of the well drilling activities.
 - ii. Prohibited practices

Describe all activities that will be prohibited at the project site to prevent or minimize the possibility of pollutants to be discharged into State waters.
 - iii. Operation and maintenance procedures

Describe details of the operation and maintenance procedures to be applied for the well drilling activities.
 - iv. Other management practices

Describe other management practices to be applied to the well drilling activities to prevent or reduce the discharge of pollutants into State waters.

v. Treatment requirements

Describe treatment requirements that will be applied to the well drilling activities discharge(s).

vi. Project site management practices

Describe management practices to be applied to other activities at the project site to prevent or reduce the discharge of pollutants into State waters.

b. Site-Specific Detailed Well Drilling BMPs Plan Submittal

Identify if the site-specific detailed well drilling BMPs plan will be submitted with the CWB-NOI Form I or 30 days before the start of well drilling activities.

21. Additional Information

Any other site-specific information pertaining to the project may also be provided in this section. Additional sheets may be attached with reference to Item 21.

22. Authorization of Representative

- a. Alteration of the text in this item will result in the invalidation of the authorization statement(s).
- b. If the person being duly authorized as the representative is the same person signing the certification page (Item 23), do not complete this item.
- c. Authorization statements are provided for the owner to complete as required. Options include statement(s): "a" or "b" or "c" or "a and c" or "d." If choosing "a and c," the owner may specify one representative in option "a" and another in option "c."
 - i. Option "a": This authorization begins with NOI processing and ends upon the owner's receipt of the NPDES Notice of General Permit Coverage.
 - ii. Option "b": This authorization begins with NOI processing and ends upon receipt of the CWB-NOC Form by the CWB.
 - iii. Option "c": This authorization begins upon the owner's receipt of the NGPC and ends upon receipt of the CWB-NOC Form by the CWB.
 - iv. Option "d": If authorization statements a, b, and/or c do not meet the intent of the authorization, the owner or its duly authorized representative may attach a separate authorization statement specifying the limited authorization of the representative.
- d. Additional information will be requested from the authorized representative (with a copy to the owner) at the street or mailing address or phone or fax number provided for this item, as applicable.
- e. Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The designated duly authorized representative may be changed by the owner at any time during the processing of the CWB-NOI Form or the term of the NGPC. The duly authorized representative will no longer be authorized effective on the date of receipt of any new authorization statement from the owner.

- f. Pursuant to HAR, Section 11-55-34.08(f), all other reports or responses to requests for information required by the director shall be signed by a person designated in HAR, Section 11-55-07(a) or by a duly authorized representative of that person.
- g. HAR, Sections 11-55-07(b) and (c) state:
 - "(b) A person is a duly authorized representative only if:
 - (1) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (A duly authorized representative may thus be either a named individual or any individual occupying a named position.);
 - (2) The authorization is made in writing by a person designated under subsection (a); and
 - (3) The written authorization is submitted to the director.
 - (c) If an authorization under subsection (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of subsection (b) must be submitted to the director prior to or together with any reports, information, or applications to be signed by an authorized representative."

23. Certification

- a. Do not alter the statements in or format of this item. Alteration of this item will result in the invalidation of this CWB-NOI Form submittal.
- b. The person certifying this CWB-NOI Form must meet one of the descriptions as indicated in this item and be employed by the owner listed in Item 1.

